

Basics of a good Ceremony

- ✓ **One that makes a soldier feel honored and appreciated**
- ✓ **Give him/her a ceremony worthy of their commitment**
- ✓ **Plan, Delegate, and Execute**



Planning a Ceremony

1. Notify Key Participants:

- ✓ **The Reenlistment Coordinator (RNCO) is responsible coordinating and notifying the soldier, certifying officer, and unit leadership where, when, and how the ceremony will take place. The BNCC will assist the RNCO as needed.**
- ✓ **Cross-communication is critical for success.**



Planning a Ceremony

2. Set a Date, Time and Place:

- ✓ **Set the date and time first according to the soldier's convenience and certifying officer's availability. Then by the unit leadership availability.**
- ✓ **Location should be selected which will reflect the honor of the ceremony and satisfy the soldier's personal preference.**

Planning a Ceremony

3. Assign a POC who:

- ✓ **Secures the location with a flag, any needed seating, and any other materials, props, or furnishings as may be requested by the soldier.**

Planning a Ceremony

4. Prepare

- ✓ In preparation, remember to communicate exactly what will be happening during the ceremony.
- ✓ Share the script, if there is one, with the key participants.
- ✓ Have all necessary paperwork (DA Form 4836/ DD Form 4, Oath of Extension in Words, Annex if applicable) in the room ready to be signed by all parties.

NATIONAL GUARD

Extension / Reenlistment Ceremony
PLANNING AND EXECUTION GUIDE



AGENDA & PROGRAM LEADER CHECKLIST

EVENT COORDINATOR and Phone Number _____

EVENT DATE _____ TIME _____

UNIT _____

CEREMONY LOCATION (i.e. Armory) _____

CITY/STATE _____

TASK	TEAM MEMBER	PHONE NUMBER	STATUS	DUE DATE(S)
Verify date and time with venue leader				
Verify/approve guest list				
Develop and print program schedule				
Distribute with team				
Verify with venue leader for flags, oaths, etc.				
Rehearsal				
Have script and Oath of Reenlistment ready for official party				

The Ceremony

- ✓ May be as simple as positioning the soldier and certifying officer in front of the National Colors and conducting the oath to extend or reenlist.
- ✓ Or as extravagant as the soldier's imagination and unit resources.
- ✓ This includes personnel availability, equipment availability, and time restraints.
- ✓ The number of soldiers extending or reenlisting also will be a significant factor.



Recognition

- ✓ **Announce the extension/reenlistment on bulletin boards, drill letters...**
- ✓ **Post pictures in the unit (on bulletin boards and drill letters)**
- ✓ **Send copies to spouses and/or employers**

DATE OF EXTENSION OF ENLISTMENT OR REENLISTMENT

For use of this form, see AR 140-11 (USAR), and NGR 600-200 (ARNG); the procedural agencies are DCS, G 1 and Chief, National Guard Bureau.

AUTHORITY:

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552a)

Para 10, USC, Sec 301, Title 32, USC Sec 202(a), and Executive Order 12957

PRINCIPAL PURPOSE(s):

To be used when a member of the ARNG or USAR extends a current enlistment/reenlistment agreement (Chapter 7, NGR 590-200/Chapter 3, AR 140-11)

ROUTINE USES:

Confirmation of obligation and participation requirements, and as a basis for non-participation action if the individual fails to meet participation requirements. The SSN is used to identify the individual.

DISCLOSURE:

Completion of this form and disclosure of SSN are voluntary. If member refuses to provide the requested information and sign the form, the member will be released upon normal ETS date. A copy of this form will be retained by the individual.

EXTENSION PROCESSING DATA

1. THIS IS AN EXTENSION OF ENLISTMENT/REENLISTMENT OF A CURRENT MEMBER OF

☒ ARMY NATIONAL GUARD AND A RESERVE OF THE ARMY

☐ A TROOP PROGRAM UNIT OF THE US ARMY RESERVE

☐ USAR-ACTIVE GUARD/RESERVE

☐ INDIVIDUAL READY RESERVE

☐ INDIVIDUAL MOBILIZATION AUGMENTEE

2. NAME (Last, first, MI)

Baker, Gary M.

3. SOCIAL SECURITY NO.

[REDACTED]

4. GRADE

E-6

5. DATE (YYYYMMDD)

20070104

6. UNIT OF ASSIGNMENT (includes unit designation, address, APO and ZIP Code)

HHD, 421st Regiment (RTI) 80MAA
4600 Alpha Ave, Reno, NV 89506

7. CURRENT (Latest) DD FORM 4-SERIES

a. DATE (YYYYMMDD) 20060308

b. TERM OF SERVICE (Years) 3

c. NUMBER OF EXTENSIONS PREVIOUSLY GRANTED TO CURRENT DD FORM 4 0

d. ETS 20070307

e. BASIC PAY ENTRY DATE (YYYYMMDD) 19801501

8. PROVISIONS AND COMPUTATIONS OF THIS EXTENSION

a. CURRENT ETS (Extracted from Item 7d above)

(Day)

07

(Month)

03

(Year)

2007

b. PERIOD OF THE EXTENSION

01

08

c. NEW ETS (sum of a and b above)

07

03

2010

9. AUTHORITY AND REASON FOR THIS EXTENSION

TABLE 7-1, Rule 2

☐ (AR 140-111)

☒ (NGR 600-200)

DATE OF EXTENSION

I do hereby acknowledge this 4th day of January, 2007, that I have voluntarily extended my current enlistment/reenlistment agreement of 01 day of March, 2004, for the period indicated in Item 8b above. I agree to remain a member of the (Army National Guard of Nevada and as a Reserve of the Army) (United States Army Reserve) during the entire period of this extension. I understand this extension will establish my Expiration Term of Service (ETS) date as shown in Item 8c.

SIGNATURE

[Signature]

DATE (YYYYMMDD)

20070104

OFFICER CERTIFICATION

I certify that the above Date of Extension was subscribed and duly sworn before me this 4th day of January, 2007.

TYPED NAME, GRADE, AND BRANCH OF COMMISSIONED OFFICER*

GW3 LLOYD E. BATHERS, AGR, R. W. HENRY


SIGNATURE OF COMMISSIONED OFFICER*

[Signature]

* Or warrant officer, or any person so designated to administer oaths under State law, for member of the Army National Guard.

NOTE

ARNG: Original to g4/5r, 1 copy to State AG (MIL) ID AGR. Soldiers are responsible for obtaining a copy to State AG for PESTM6.
USAR: (Civil member) Original to appropriate Regional Readiness Command (RRCC) is HRC-St. Louis, A-HRC-CIS-PP, 1 Reserve Wing, St. Louis, MO 63122-5200; 1 copy to current DD Form 4-series and Med 1; NGR, 1 copy to Defense Joint Military Systems (DJMS), 1 copy for unit member.
(MILITARY MEMBER) Original to HRC-St. Louis, A-HRC-CIS-PP, 1 Reserve Wing, St. Louis, MO 63122-5200, 1 copy for JUT or DAA member.
(ACM member) Original to HRC-St. Louis, A-HRC-CIS-PP, 1 Reserve Wing, St. Louis, MO 63122-5200, 1 copy for AGR member.

A man in a military uniform is standing at attention on the left side of the frame. He is wearing a dark uniform with a white shirt and a dark tie. His hands are at his sides, and he is looking straight ahead. The background is a plain, light-colored wall.

I (state your name) do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States, the Governor of Nevada and the orders of the Officers appointed over me, according to law and regulations. So help me God.



Questions?